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**Guide for Special Admission for  
English Program on Intelligent Information Processing  
(Master's and Doctoral Programs),  
Graduate School of Information Science and Technology,  
The University of Tokyo  
Entrance time: October 2024**

This special admission is for “English Program on Intelligent Information Processing” at Graduate School of Information Science and Technology, The University of Tokyo (hereafter referred to as “IST”). The program aims to cultivate excellent specialists for next generation intelligent ICT society, and will focus on topics in which IST is especially and globally competitive, such as AI, data science, big data, robotics, IoT, VR/AR, and theoretical computer science. As we aim to select excellent students from top universities at specific countries in this special admission, this admission is different from our regular entrance examinations.

**Education and Research Goals**

The education and research goals at this graduate school are to provide an environment where students can master their systematic knowledge of information science and technology, and to foster individuals who will act as leaders in research and development through the pursuit of the scientific method, thereby contributing to the further development of this field.

**Prospective Students (Master's Program)**

Those who have mastered the fundamentals of information science and technology, have a capacity for international activities, and are motivated to solve unexplored problems to create the future.

**Prospective Students (Doctoral Program)**

Those who have a strong sense to capture new fundamental concepts of information science and technology, have a capacity for international activities and are motivated to solve unexplored problems to create the future.

**Admission Policy (Master's Program)**

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- 1 Applicants must have enough basic academic skills to study at IST, have a desire to solve problems on information science and technology, and aim to contribute their research results to the development of society at the international level.
- 2 During the screening process, we will evaluate comprehensively if applicants meet the following conditions, through submitted documents, written examinations, oral examinations, etc.:
  - Applicants have a broad basic knowledge of information science and technology, as well as a good knowledge of the specialized topics that they wish to study.
  - Applicants have the potential to contribute to society based on their knowledge of information science and technology.
  - Applicants have enough language capabilities to conduct activities globally in the future.

### **Admission Policy (Doctoral Program)**

- 1 Applicants must have enough technical knowledge to study at IST, and have a strong desire to conduct technological research on their own that can contribute to society. Students are expected to develop a distinguished expanse of knowledge on the field of information science and technology.
- 2 During the screening process, we will evaluate comprehensively if applicants meet the following conditions, through submitted documents, written examinations, oral examinations, etc.:
  - Applicants have a deep knowledge of the specialized topics they wish to study and have the ability to contribute to the development of academic fields through research on information science and technology.
  - Applicants can set their own advanced research goals based on the needs of society and achieve those goals by utilizing fundamental knowledge of information science and technology.
  - Applicants have enough language capabilities to compete on a global stage and credentials to contribute to the improvement of future society.

### **Important Dates**

	Dates	Remarks
Online application submission period	October 23 <sup>rd</sup> – 27 <sup>th</sup> , 2023	By 17:00 Japan Standard Time
English capability evaluation pre-interview	November 15 <sup>th</sup> , 2023	Only for those who need it
Notification of the first round of selection results	Early December, 2023	

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Second round of selection	December 13 <sup>th</sup> , 2023	Details on the second round of selection will be informed to applicants by e-mail.
Notification of the second round of selection results	Late December 2023	
Notification of available support	Late December 2023	
Final confirmation of will of entrance	January 15 <sup>th</sup> , 2024	Details will be informed later by e-mail.
Delivery of documents such as acceptance certificates	Around February 2024	
Application for MEXT scholarship	Around February 2024	Only for those who apply for Support A (MEXT Scholarship).
Notification of the review results of MEXT scholarship by UTokyo headquarters and MEXT	Around July 2024	Only for those who apply for Support A (MEXT Scholarship).
Departure to Japan	Late September to early October, 2024	
Entering IST	October 2024	

## **1. Requirements of Eligibility**

Applicants must not have Japanese nationality, and must receive a bachelor's degree (for applicants to the master's program) or master's degree (for applicants to the doctoral program) by September 30th, 2024. Also, they must satisfy the conditions specified in Attachment 1.

Applicants selected in this special admission must register to the “English Program on Intelligent Information Processing” when they enter IST.

[https://www.i.u-tokyo.ac.jp/edu/epiip/index\\_e.shtml](https://www.i.u-tokyo.ac.jp/edu/epiip/index_e.shtml)

## **2. Selection Process**

The selection process consists of two rounds.

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In the first round, we will select applicants based on the submitted documents. The required documents are specified in Section 6 below.

The second round of selection will be by oral interview. During the interview, we will evaluate applicants based on technical capabilities, research achievements, and research plans, and will select applicants considering all available information.

Those who passed the selections with high scores will be offered scholarships as described in Section 4 below. Some applicants will be chosen as substitutes and will be supported only if some selected applicants decline the offered support or enrollment. Other applicants who passed the selection are allowed to enter IST without having any support shown in Section 4 below, as privately financed international students without scholarships or with other scholarships.

### **3. The Expected Number of Selected Applicants**

Total number of applicants allowed to enroll is expected to be about 10 to 15.

Applicants can apply to any department of IST, i.e., the Department of Computer Science, the Department of Mathematical Informatics, the Department of Information Physics and Computing, the Department of Information and Communication Engineering, the Department of Mechano-Informatics, and the Department of Creative Informatics.

### **4. Support**

We plan to provide support (such as MEXT scholarships) for eligible applicants with excellent scores. Recipients of scholarships will be decided based on the applicants' performance at the selection process, the applicants' qualification for the scholarship and the preferences specified by the applicants. Please refer to Attachment 2 for details about this support.

### **5. Application Process**

- (1) Before applying, applicants should contact their prospective supervisors, and should get conditional acceptance for supervision at their laboratories.
  - Contact desired supervisor, e.g., via e-mail.
  - We recommend using the e-mail subject "Asking supervision for special entrance Oct. 2024".
  - Do not forget to mention the full name of the prospective supervisor, your full name, academic year, and affiliation, in the main text of your e-mail.

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- Attach your research plan, curriculum vitae, academic transcript, and Form 5 filled out with your information to the e-mail.
- Receive Form 5 signed by the prospective supervisor and submit it to us with the other documents shown in Section 6 below.

If you cannot obtain a reply from your prospective supervisor, you can contact the address shown in Section 10 below. (A faculty member may not be able to accept students due to various reasons. In that case, the faculty may not reply to your e-mail.)

(2) Applicants must submit all documents specified in Section 6 below by the specified deadline.

(3) Submission Method:

The application form for admission should be created using the WEB application system. In addition, all documents required for application should be converted to PDF and uploaded to the WEB application system. There is a link to the WEB application system from the webpage for the special admission:

[https://www.i.u-tokyo.ac.jp/edu/entra/epiip\\_e.shtml](https://www.i.u-tokyo.ac.jp/edu/entra/epiip_e.shtml)

**Submission (upload) period: From Monday, October 23<sup>rd</sup> to 17:00 on Friday, October 27<sup>th</sup>, 2023 (Japan time)** (If you do not receive an email confirming receipt by Wednesday, November 1<sup>st</sup>, 2023, please contact us by email at the address below.

Office of International Relations, Graduate School of Information Science and Technology, The University of Tokyo: [ist\\_oir@adm.i.u-tokyo.ac.jp](mailto:ist_oir@adm.i.u-tokyo.ac.jp))

(4) In the case that applicants want to receive pre-interviews for evaluation of their English capability (as specified in Section 5(iii) of Attachment 1), applicants must fill out the corresponding parts of Form 3.

## 6. Required Documents at Application

No.	Documents	Remarks
①	Application form	Form 3. This will be automatically uploaded to your “My Page” through WEB application system when you create your page.
②	Academic transcripts	Original official transcripts of both undergraduate and graduate courses (if applicable) with latest information. (Submit physical copy at time of admission.)

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③	GPA calculation form	Fill out Form 4 with your information. (Only when applying for “4. Support”, above.)
④	Graduation certificate (including degree name) or diploma for latest degree	For applicants who are currently enrolled at universities, certificate of enrollment or official letter certifying the expected date of graduation. (Submit physical copy at time of admission.)
⑤	English language certificates	Submit certificates as specified in Section 5 of Attachment 1. The documents to be submitted are: For (i), applicants must submit certificates of the required scores (see Remark 4 below). For (ii), applicants must submit documents certifying that they completed their education primarily in English. For (iii), we will organize a pre-interview to evaluate applicants’ language ability on November 15th, 2023 (Wednesday).
⑥	Summary of past research and current status of thesis writing	Explain in English on A4-sized paper. 3-4 pages for applicants to the master’s course and 5-10 pages for applicants to the doctoral course.
⑦	Research results	If applicants have academic publications, then:  (1) List of academic publications (including bachelor and master’s thesis)  (2) Copies of at most three representative publications  (3) Summaries, one for each of the representative publications, each on one A4-sized page.
⑧	Research plan at The University of Tokyo	Describe your motivation for studying at The University of Tokyo and research plan. Write in English on A4-sized paper. 3-4 pages for applicants to the master’s course and 5-10 pages for applicants to the doctoral course.

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⑨-1	Recommendation Letter 1	Letter from applicant's current (or latest) research supervisor or one who is familiar with applicant's scientific work, with university's letterhead.  Recommender must sign the recommendation letter by hand. (You do not need to submit the original; a digital copy is enough.)
⑨-2	Recommendation Letter 2 [Only for applying for "4. Support", above.]	Letter from a faculty member from applicant's latest university at the level of dean or higher, with university's letterhead.  The recommender must sign the recommendation letter by hand. The letter must be addressed to the president Teruo Fujii of The University of Tokyo.  (If you are selected as a Support A: MEXT scholarship candidate, you will need to submit the original at a later date.)
⑩	Copy of Passport	Copy of the page with identification photo.
⑪	* Conditional Acceptance of Prospective Supervisor	Fill out Form 5, send it to your prospective supervisor, receive his/her signature on it, and submit a digital copy of the document. (There is no need to submit the original hardcopy of the signed document.)
⑫	Receipt for Examination Fee (10,000 yen)	Please refer to "3. Pay your examination fee" under "Online Application Procedures" on the following webpage. <a href="https://www.i.u-tokyo.ac.jp/edu/entra/epiip_e.shtml">https://www.i.u-tokyo.ac.jp/edu/entra/epiip_e.shtml</a>
⑬	Others	Applicants can attach other certificates if they can help to prove their capacities.

Remark 1: \* indicates that applicants must use specific formats for those documents.

Remark 2: Each file must not be larger than 2 MB, and the overall submission must not be larger than 10 MB.

Remark 3: Documents should be written either in English or Japanese; otherwise, add translations. If there is a special circumstance which makes it not possible to provide any of the required documents, applicants should contact us.

Remark 4: In case the official score is directly sent from Educational Testing Service to IST, please use the following institution and department codes.

**Institution Code: 8445 Department Code: 99**

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Remark 5: Please refer to the following webpage for Special admission for the deadline and submission method for the recommendation letter.

[https://www.i.u-tokyo.ac.jp/edu/entra/epiip\\_e.shtml](https://www.i.u-tokyo.ac.jp/edu/entra/epiip_e.shtml)

## **7. Examination Dates and Places**

### **First round of selection**

After the submission deadline, we will select applicants based on the submitted documents.

### **Second round of selection**

The examination is planned to be conducted on December 13<sup>th</sup>, 2023 (Wednesday). We are planning to organize an online examination.

Depending on the social situation, the dates and the methods of the entrance examinations may be changed in the future. The details regarding examination dates and the methods of the examinations will be given to applicants who pass the first round of selection.

## **8. Selection Results Announcement and Admission Procedure**

(1) We will announce the results of the first round of selection directly to applicants in early December 2023.

(2) We will announce the results of the second round of selection directly to applicants in late December 2023. Successful applicants who have been selected as scholarship candidates will also be notified separately in late December or later.

The applicants who pass the selections must report whether they will accept allowances of entrance and/or offered supports, or decline one or both by January 15<sup>th</sup>, 2024 via e-mail.

(3) The graduate school will send the certificate of admission around February 2024 and information about enrollment procedures around July 2024 to successful applicants. In the case that applicants cannot complete their bachelor's degree (for applicants to the master's course) or their master's degree (for applicants to the doctoral course) by September 30<sup>th</sup>, 2024, their admission may be cancelled.

(4) Applicants selected for entrance and/or scholarships must submit documents that are required for the admission and/or scholarship process within the specified periods. Otherwise, their admission and/or scholarship will be cancelled.

(5) Admission and tuition fees (expected amount for 2024)

### **Master's course**

1. Admission fee 282,000 yen



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2. Tuition fee for a half year	267,900 yen
	(535,800 yen per year)

#### **Doctoral course**

1. Admission fee	282,000 yen
2. Tuition fee for a half year	260,400 yen
	(520,800 yen per year)

※The amounts specified above are subject to change. The amount charged can be different if there is an update of the fees before or during enrollment.

※Students who receive Support A: MEXT scholarship under “4. Support” do not need to pay the admission and tuition fees.

In the case that successful applicants want to decline their enrollment or find that they cannot match the conditions of offered support, applicants must notify IST by sending an e-mail to the contact address specified in Section 10 by January 15<sup>th</sup>, 2024. In case it happens after the deadline, applicants should notify us as soon as possible.

### **9. Notes**

(1) Applicants with disabilities or special needs may be provided with special care/assistance during examinations and after enrollment. Those who require this type of support should contact the e-mail address specified at Section 10 below at the time of application.

(2) If employees of a government, company, or other corporation wish to enroll in IST while remaining on the job, they must submit letters of approval (any format acceptable) from the head of the organization in question as a part of the enrollment procedure, indicating his or her (i.e., the head’s) intent to ensure the student’s dedication to studies during enrollment.

(3) Under special circumstances, application procedures, examination dates, and other details may be subject to change.

(4) After the application procedure is completed, no documents will be returned under any circumstances.

(5) After the enrollment procedure is completed, the admission fee will not be refunded under any circumstances.

(6) The University of Tokyo shall use the personal information obtained through the application process only for the purpose of ① Selection procedures, ② Notification of results and ③ Enrollment procedures. For those who enroll, this personal information and the examination results used for admission selection shall also be used for ④ Educational Affairs (school registration, attendance, etc.), ⑤ Student Support

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(healthcare, career support, application procedure for tuition exemption and scholarships, use of libraries, etc.) and ⑥ the Management of tuition payment.

(7) The examination results used for admission selection may be used in future studies for the improvement of admission and education systems at the University of Tokyo.

(8) Those who make any false statements in their personal history, applications, or in any other accompanying forms, statements, or documents may have their admission rescinded even after being enrolled.

(9) In the case of an unexpected situation such as a natural disaster, additional information related to entrance examinations will be offered on the IST website.

(10) After the application procedure is completed, the examination fee will not be refunded under any circumstances.

## **10. Contact Information**

Office of International Relations

Graduate School of Information Science and Technology

The University of Tokyo

7-3-1 Hongo, Bunkyo-ku, Tokyo, 113-8656, JAPAN

E-mail address: [ist\\_oir@adm.i.u-tokyo.ac.jp](mailto:ist_oir@adm.i.u-tokyo.ac.jp)

August 2023

The University of Tokyo has established the “The University of Tokyo Security Export Control Regulations” in accordance with Japan’s “Foreign Exchange and Foreign Trade Act”, and rigorously implements security export control for potential students before and after their enrollment on the basis of these regulations. In particular, pre-enrollment screenings are mandatory for all international students and also for Japanese students in certain circumstances. Please be aware that applicants who fall under any of the conditions set out in the Act may not receive permission to enroll at the university or may have their research activities restricted after their enrollment even if they have passed the entrance examinations.